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TCS-1694-64-KH

6 April 1964

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MEMORANDUM FOR: Assistant for Administration, NPIC

SUBJECT: PSD Report for March 1964

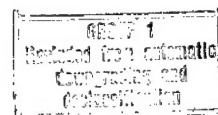
1. Attached is a report of the Production Services Division showing production and service accomplishments in the three (3) Branches for the Month of March 1964.

2. The Photographic Laboratory Branch experienced one of its most productive periods and more than doubled the output over the preceding month. This increase is due to three projects undertaken at NPIC during the reporting period namely; (1) the Southeast Asia Hamlet Program, (2) the exploitation and readout of Mission 4006 and (3) support to operations in duping selected Southeast Asia photography. There were 977 Hamlet items with a total of 14,655 copies. Mission 4006 resulted in 2,736 copies of briefing aids. 8,778 frames of photography were duplicated to provide operational support to field units.

3. In the Reproduction and Printing Branch the Phase II type and detail reports show a marked decrease in the number of reports and impressions because the backlog of MCI reporting has been virtually wiped out and backlog of detail reports is at a minimum. During this reporting period the miscellaneous support such as cover sheets, various forms, briefing manuals, etc., increased and resulted in about 100,000 more impressions than the same type in February.

4. The statistics in the Information Control Branch reflects an increase in the Registry Activity caused by the "Hamlet Program." The decrease in the Files Activities is attributed to the fact that during periods when "Immediate Reporting" is most active less support is requested of the files personnel. During this month a KH-7 and several Lucky Dragon, Lazy Daisy and Golden Tree Missions were exploited in NPIC. The number of pouches handled and the number of miles driven by

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the Couriers also reflects the impact on this activity of the Hamlet Program. Of the 535 Courier runs 44 were scheduled and 491 were "special".

5. It is interesting to note that the activities in PSD in March were well above average and that more effort was placed on projects of a national interest.



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Chief, Production Services Division,
NPIC

Attachment:
As Stated

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SECRETTCS-1694-64-KH (Attachment)
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Copy 1PRODUCTION SERVICES DIVISION
Report for March 19641. Photographic Laboratory Branch

Category by Type Activity	Monthly Average /1		February 1964			March 1964				
	No. Requests	No. Items	No. Requests	N. Proj.	S. Proj.	Total	No. Requests	N. Proj.	S. Proj.	Total
Copy Camera	338	4,003	319	1,900	826	2,726	363	2,824	1,149	3,973
Enlargements	558	8,261	456	2,245	6,563	8,808	655	4,195	5,600	9,795
Contact Prints	517	16,337	516	4,239	9,163	13,402	515	19,686	18,527	38,213
Totals	1,411	28,601	1,291	8,384	16,552	24,936	1,533	26,705	25,276	51,981

2. Reproduction & Printing Branch

Category by Type Document	Monthly Average /1		February 1964		March 1964	
	No. Reports	No. Impressions	No. Reports	No. Impressions	No. Reports	No. Impressions
Phase I Immediate Reports /2	28	177,191	29	211,745	33	261,745
Phase II Immediate Reports /3	17	229,153	16	324,855	9	81,400
Reports & Briefs /4	97	491,663	84	386,485	80	307,745
Other Publications /5	--	-----	10	173,310	13	173,970
Miscellaneous	--	166,329	--	240,707	--	342,645
Totals	142	1,064,436	139	1,337,102	135	1,167,505

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PRODUCTION SERVICES DIVISION
 Report for March 1964

1. Information Control Branch

<u>Category by Type Activity</u>	<u>Monthly Average /1</u>	<u>February 1964</u>	<u>March 1964</u>
<u>Registry Activities</u>			
Disseminations /6	1,366	1,314	1,647
No. of Documents Handled	33,932	34,837	34,036
<u>Files Activities</u>			
Requests	2,691	3,059	2,578
Items Loaned	16,382	19,048	14,712
Bulk Shipments Handled	129	138	159
No. of Boxes	1,129	990	784
Total Weight (Pounds)	53,861	47,596	41,649
<u>Courier Activities</u>			
No. of Pouches Handled	3,336	3,120	3,359
No. of Courier Runs	461	604	535
No. of Miles Driven	7,407	7,515	8,463
Internal Courier Services (Pieces)	9,116	8,522	8,672

/1 - Averages established during December, January and February.

/2 - Includes OAK, IPIR and SitSum Reports only.

/3 - Includes MCI & MCP Reports only.

/4 - Includes all reports except those in /2 and /3 above.

/5 - Includes Technical Publication, Committee and Special Studies.

/6 - Includes all documents and items requiring controls by report and/or copy number.

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